

Community Emergency Preparedness Fund

Emergency Support Services Equipment and Training

2024 Application Worksheet

Please complete and return the worksheet with all required attachments by **January 26, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information	
First Nation or Local Government full name: City of Victoria	File number*: LGPS-10397

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Detailed Project Information
<p>1. Proposed Activities. What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 6 of the <i>Program and Application Guide</i> for eligibility.</p> <ul style="list-style-type: none"> a) Equipment and supplies Purchase of laptops, wifi hotspots, keyboards, printer supplies to support digital operations. Vests to support team management. b) Training and exercises Group lodging exercise to develop and maintain skills in this area. c) Volunteer recognition and retention One summer BBQ and one winter semi-formal social to recognize the amazing commitment of our volunteers. Vests to recognize volunteer milestones and achievements. Local advertising to support recruitment needs.
<p>2. Alignment with funding stream. Describe how your activities align with the intent of the funding stream (build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment).</p> <p>Volunteers are the core of ESS programs. The proposed project will support volunteer recruitment and ensure volunteers are engaged and recognized for their critical</p>

contributions. This engagement and recognition is crucial during this time of change and modernization.

- a) How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration and Assistance (ERA) Tool be implemented?

The City of Victoria ESS program is committed to ESS modernization and the use of the ERA tool to provide effective, efficient and empowering evacuee-centered support. Equipment will support the technology resources necessary for the use of the ERA tool.

- b) Describe how the proposed project will increase emergency response capacity as a host community.

The ability to act as a host community or remote support team depends on both reliable equipment and maintaining a large number of well trained personnel willing to respond when needed. This project will directly support these needs.

3. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nations' land that may be impacted by the proposed project.

- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

None

- b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

Undetermined

- c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

All City of Victoria Emergency Program staff and a large proportion of volunteers have engaged in multiple forms and offerings of Cultural Safety and Humility training and continue to pursue opportunities for further learning in this area. Cultural Safety considerations are included in most ESS team meetings and training.

In 2017, the City of Victoria began a journey of Truth and Reconciliation. This journey has involved the Lekwungen peoples, the Songhees and Esquimalt Nations, on whose homeland the city stands. City Council created the Witness Reconciliation program and appointed a City Family. This City Family includes members of the Songhees and Esquimalt Nations, other urban Indigenous people, the Mayor and select City Council members.

If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email, or other correspondence.

4. Engagement with Neighbouring Jurisdictions and Affected Parties. Identify any neighbouring jurisdictions and/or partners (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) you will engage with as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

The City of Victoria Emergency Program regularly collaborates, liases or partners with a wide variety of organizations in the planning and delievery of emergency services. These include neighbouring emergency programs (13 municipalities and 3 electoral areas), NGOs (Salvation Army, SOLID Outreach, SPCA, Red Cross, CDART, St. John Ambulance, Cool Aid Society, etc.) and other levels of government (EMCR, Island Health, PHSA, Canadian Coast Guard, Natural Resources Canada, etc.).

In addition, City staff and ESS volunteers regularly respond to support other communities in the province during emergency activations.

5. Comprehensive, cooperative, regional approach and benefits. Describe how your project will contribute to a comprehensive, cooperative, and regional approach to ESS. What regional benefits will result from this project?

The City of Victoria regularly cooperates with regional partners in sharing spaces in courses and training opportunities. Equipment is selected to ensure compatibility with other regional resources and tool. Responder capacity and training supports the reinforcement of other regioanl teams. This project will further those actions and benefits.

This project will also reinforce our teams ability to act as remote responders, expanding these benefits beyond our regional to the entire province.

6. Additional Information. Please share any other information you think may help support your submission.

The City of Victoria continues to act as a leader and collaborator in ESS modernization and is dedicated to an ongoing journey towards reconciliation with indigenous peoples.

SECTION 3: Required Attachments

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).
- For regional projects only: Band Council resolution, Treaty First Nation, or local government Council or Board resolution, from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (*i.e., staff member or elected official*). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Name: Geoff Pendrel

Title: Deputy Emergency Program Coordinator

Signature*:

Date: January 22, 2024

**A certified digital or original signature is required.*

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: cepf@ubcm.ca**

Please note "2024-ESS" in the subject line.